



INSTRUCTIONS FOR ORAL PRESENTERS

GENERAL INFORMATION

Only digital material will be allowed for oral presentation (PowerPoint files). Upload of presentations can be done onsite at the Speaker Preview Centre (more details below).

Presentations cannot be uploaded directly on lectern laptops in the auditoria but must be delivered to the Speaker Preview Centre where all presentations will be saved on a central server. This server is connected to all lecture halls which are equipped with computers, beamers, microphones, laser pointers and lecterns. Personal laptops may not be used in the session rooms and connection for Macintosh Notebooks is not available.

All material used in a presentation will remain the property of the speaker and will not be re-used by the ESMO Congress organisers without his/her permission. Speakers will, however, be requested to allow his/her slides to be included in the Congress webcast.

PREPARING YOUR PRESENTATION MATERIAL

- a. Your presentation must be prepared in PowerPoint 2000, 2007, 2010 or 2013 (MS Windows) and provided on an USB-removable drive.
- b. Set the slide size to **“Widescreen 16:9” and landscape orientation** (Portrait orientation will not be displayed properly).
- c. Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure that you use high-contrast colors for the best definition of your text. Please be aware that red letters or lines are usually not visible.
- d. As a general rule, you should not present more than 1 slide per minute. Visual material supports your lecture and should not be the transcription of it.
- e. You may include graphics and/or slide-show animation. If the presentation contains movies, they have to be coded by standard Windows codes. Remember to save your PPT or preferably PPTX show with your video attachment in the same folder and then copy the folder to the USB-removable drive including all elements. Do not use special fonts which are not part of the standard PowerPoint package as this will cause problems while uploading your file.
- f. Include duplicate(s) if you intend to use a page more than once in the course of your presentation and insert the duplicate slide in the correct sequence of the presentation.
- g. It is recommended to keep a copy of your presentation with you at the time of the presentation, should a problem occur. Furthermore, please have the presentation printed on paper, for reference during the lecture.
- h. Special characters: To avoid any compatibility problems, please do not use special characters (i.e. ", Ö, Ø, ñ, ?, @, ý, }, { etc) and do not use spaces to name your presentation or movie files.

ONSITE UPLOAD AT THE SPEAKER PREVIEW CENTRE

- a. You are requested to check-in your final presentation (on your USB-removable drive) at the Speaker Preview Centre, located on the mezzanine level between Halls 8 and 10, **no later than 3 hours before the start of the session** during which you will give the presentation. If your session starts at 08:00, please check-in your presentation by 16:00 the preceding day. If for any reason you are unable to meet this schedule, please inform the ESMO Programme Department before the Congress.
- b. Please note again that technicians in the Congress auditoria are not able to receive presentations for upload on lectern computers directly from the speakers.
- c. Computers are available for you at the Speakers Preview Centre for your final check.

- d. Please remember that you must include a disclosure slide at the start of your presentation.
- e. Once the presentation has been checked, the technical staff will be responsible for its delivery to the auditorium in time for your presentation.
- f. Macintosh presentations (i.e. KeyNote) cannot be accommodated, unless saved as to a PC-formatted USB stick.